



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PSC POLICY AND RESEARCH CONSULTANT

Job Number: 21000050

Job Code: 80110V110716

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 07/16/1999

Job Revised: 07/16/2011

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs highly complex and extensive research and analysis of policy issues for Public Service Commission using advanced research techniques. Participates in the evaluation and development of major Commission policies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in engineering, public administration, public relations, accounting, education, or business administration.

EXPERIENCE:

Must have five years of professional experience in the development, research, planning and/or analysis of public utility policy issues.

Substitute EDUCATION for EXPERIENCE:

Graduate work in one of the above areas will substitute for up to one year of the required experience. A Juris Doctorate will substitute for the required bachelor's degree.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Is responsible for doing highly complex research and policy planning and analysis for Public Service Commission issues. Determines the necessary resources needed to conduct research and to develop strategic planning and analysis on specialized issues. Organizes studies to determine the impact of potential Commission operating policies. Makes presentations to the Public Service Commissioners and other officials. Prepares drafts of reports and other materials for use in presentations. Consults with subject-matter experts to obtain information. Attends public meetings and legislative and hearings on topics of interest. Meets with federal, state and local agencies to obtain and give information on various Public Service Commission policy issues. Attends seminars and special presentations on current policy issues. Reviews printed material and electronic resources for ideas and implementation strategies. Keeps abreast of new research in utility areas.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.